WHITE HOUSE SCHOOL

Health and Safety Policy

Prepared by: Lisa Dando
Date: September 2026

CAVENDISH EDUCATION

Contents:

1. Context 4
2. Statement of intent 5
3. Organisation 7
4. General Arrangements 8
5. Documentation 8
6. Communication and Training 9
7. Governor Oversight 9
8. Risk Assessment 10
9. Accident Reporting 10
10. First Aid 13
11. Serious Incident Management 14
12. Medical Needs and Vulnerabilities 14
13. Control of Contractors 14
14. Doors, Gates and Windows 15
15. Drinking Water 15
16. Electrical Installations 15
17. Cleaning 16
18. Sanitary and Washing Facilities 16
19. Floors and Traffic Routes 17
20. Lighting 17
21. Restaurants and Canteens 18
22. Resting and Eating Meals 18
23. Waste Management 19
24. Workplace Environment 19
25. Security 20
26. Tree Management 21
27. Driving for Work 21
28. COSHH (Control of Substances Hazardous to Health) 22
29. Legionnaire's Disease 23
30. Lettings 23
31. Working at Height 23
32. Confined Spaces 24
33. Noise 24
34. Vibrations 24
35. Equipment 25
36. Work Equipment – Machinery 25
37. Work Equipment – Storage Racking 25
38. Work Equipment – Lifting Equipment and Manual Handling 26
39. Work Equipment – Office Equipment 27
40. Work Equipment – Pressure Systems 27
41. Electrical Equipment 27
42. Specialist Equipment 28
43. Playground 28
44. Science Teaching 28

45. Design and Technology Teaching 29
46. PE Teaching 29
47. Educational/Offsite Visits 30
48. Outdoor and Adventurous Activities 30
49. School Pets 31
50. Lone working 31

1. Context

The White House School is an independent specialist school for children and young people with additional and complex needs. We are part of Cavendish Education and are committed to transforming lives through highly personalised education, therapeutic support and ambitious teaching.

Our vision is **"Making Learning Possible Again."** We create a school where pupils feel safe, belong, achieve and thrive. Through removing barriers to learning, rebuilding confidence and fostering positive relationships, we empower every pupil to realise their potential and prepare for successful and fulfilling lives beyond school.

Our mission is to provide a nurturing, ambitious and mindful education that supports both academic progress and personal growth. Guided by our whole-school ethos of **Healthy Minds, Happy Hearts**, we create the conditions for every pupil to become **Ready to Learn and Prepared for Life**.

Everything we do is underpinned by our core values:

- **Ambition** – developing curiosity, courage and aspiration.
- **Resilience** – developing confidence, character and perseverance.
- **Community** – demonstrating kindness, integrity and respect.

We believe that pupils thrive when they feel safe, understood and valued. Our culture is built upon strong relationships, high expectations and a commitment to seeing the strengths and potential in every child. We are deeply nurturing without lowering expectations and remain unashamedly ambitious for every pupil.

Our practice is informed by the National Autistic Society's **SPELL Framework**, which promotes:

- Structure and predictability;
- Positive approaches and expectations;
- Empathy and understanding;
- Low arousal environments;
- Strong links between school, home and professionals.

Alongside this, we adopt a trauma-informed, relational and therapeutic approach across all aspects of school life. We recognise that behaviour is a form of communication and believe that pupils do well when they can. Our role is to understand the barriers they face and provide the support, strategies and relationships that enable them to succeed.

At The White House School:

- Every interaction is viewed as an intervention.
- Every adult is an emotionally available adult.
- Relationships come first.
- Emotional readiness is the foundation for learning.

We support pupils to develop emotional regulation, communication, independence and social understanding through consistent relational practice, personalised support and integrated therapeutic approaches. Emotional regulation is explicitly taught through co-regulation, sensory support, movement opportunities and personalised regulation strategies. Pupils are encouraged to understand themselves, develop resilience and build the skills needed to navigate life successfully.

Safeguarding is at the heart of everything we do. We recognise the additional vulnerabilities that many pupils with special educational needs may experience and maintain a culture of vigilance, care and advocacy. We place the child at the centre of decision-making, listen to pupil voice in all its forms and work closely with families and external agencies to promote safety, wellbeing and positive outcomes.

Through ambitious and adapted teaching, meaningful relationships, therapeutic support and a culture of belonging, we help pupils feel safe, build confidence, achieve success and thrive both in school and beyond.

2. Statement of intent

The Governing Body and Headteacher of the school fully recognize their legal responsibilities, under national health and safety. As employers and those responsible for the premises, they are committed to providing a safe and healthy environment for all staff, pupils, and anyone else affected by the school's activities.

We are dedicated to managing health and safety risks by conducting thorough risk assessments, implementing effective control measures, and ensuring ongoing monitoring and review of safety systems. This commitment is driven by the leadership of the Governing Body and Headteacher.

Key responsibilities include:

- Creating and maintaining a safe and healthy working and learning environment.
- Ensuring safe access to and exit from the premises at all times.
- Minimizing the risk of accidents and work-related health issues.
- Identifying, assessing, and managing risks for both curriculum and non-curriculum activities, including offsite events and trips.
- Complying with all relevant legal and statutory health and safety obligations.
- Promoting safe working practices and providing well-maintained equipment.
- Ensuring staff receive appropriate training, information, and guidance.
- Regularly reviewing and improving safety procedures to ensure their effectiveness.

- Fostering a culture of health and safety by promoting open communication and consultation with staff on related matters.
- Setting clear objectives to drive continuous improvement in health and safety performance.
- Maintaining a healthy working environment, including appropriate welfare facilities.
- Allocating adequate resources to manage health and safety, as far as reasonably practicable.
- Ensuring the safe handling, storage, and use of substances within the school environment.
- Providing leadership and control of identifiable health and safety risks on our premises and at every worksite.
- Consulting with our employees on matters affecting their health and safety and that of the children in our care.
- Ensuring that our premises are secure and that DBS safeguarding checks are made for each member of our workforce.
- Providing and maintaining safe, suitable buildings and equipment.
- Ensuring the safe handling and use of substances.
- Providing information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language.
- Ensuring that all employees and contractors are competent to do their work, and where appropriate giving them suitable training.
- Preventing accidents and cases of work-related ill health.
- Actively managing and supervising health and safety at work.
- The careful organisation, assessment and mitigation of hazards and risks for any off-site activities with a separate consideration and approval process. Having access to competent advice.
- Aiming for continuous improvement in health and safety performance and management by regular review and revision of this policy.
- The provision of the resource, financial and other, required to make this policy and our health and safety arrangements effective.

In addition, the Governing Body and Headteacher are committed to safeguarding the health and safety of non-employees, including pupils, visitors, contractors, and the wider community. We will provide the necessary training, supervision, and information to ensure the safety of everyone affected by our operations.

The Governing Body and Headteacher will allocate the necessary resources, including financial support, to implement this policy.

All staff are expected to comply with this policy and actively support the Governing Body and Headteacher in maintaining and improving the school's health and safety standards. The cooperation of all employees and others using the premises is essential for the successful implementation of this policy.

This Policy Statement, along with the organisational structure and safety procedures, will be reviewed annually or updated as required.

3.Organisation

Organisation Overview
To meet the health and safety (H&S) requirements of the Governing Body and Headteacher, extra responsibilities are assigned within the school's management, as outlined in this H&S Policy.

Governing Body
The Governing Body is responsible for ensuring the school complies with the H&S Policy. They work with the Headteacher to put in place and review safety measures, making updates as needed.

Headteacher
The Headteacher manages the daily implementation of the H&S Policy. They collaborate with the Governors to maintain safety standards, review procedures, and ensure safe working conditions.

Member of staff responsible for H&S
While the Head ultimately remains responsible they may delegate carrying out their duties to this named member of staff.

Employees
All staff must ensure their own safety and that of others by following the H&S Policy, using equipment safely, reporting hazards, and adhering to any training. Any issues with safety should be reported to their line manager.

Pupils
Pupils are expected to take responsibility for their own safety, follow school rules, wear appropriate clothing for safety or hygiene, and follow staff instructions during emergencies. They should use school equipment properly and not interfere with safety measures.

Safety Representatives
Safety Representatives can investigate accidents, inspect the school, and address concerns. They receive training and safety information but are not part of the school's management.

Temporary Staff
Temporary staff receive health and safety instructions, including fire and emergency procedures. They report to the Headteacher during their time at the school.

Teachers
Teachers ensure compliance with the H&S Policy in their classrooms. They are responsible for student safety and must maintain a safe learning environment.

Teaching Assistants
Teaching assistants follow the H&S Policy and report to the class teacher, helping ensure safety during lessons.

Off-Site / Educational Visit Coordinator (OVC / EVC)
The OVC / EVC ensures school trips follow safety standards, working with trip leaders to align activities with school policies.

Maintenance team
The maintenance team handles day-to-day safety concerns in the school buildings. They address or report any safety issues and stop unsafe practices when necessary.

Volunteers and Parent Helpers
Volunteers and parent helpers receive health and safety guidance and report to the supervising teacher during their time at the school.

4. General Arrangements

The school promotes a positive health and safety culture through regular communication with staff, including staff briefings, emails and access to the Health and Safety Policy and relevant risk assessments.

The Senior Leadership Team leads by example by regularly reviewing health and safety arrangements, completing quality assurance checks and ensuring that identified actions are addressed promptly. Staff are encouraged to speak up about any concerns, and a clear electronic reporting system is in place for reporting hazards, maintenance issues and near misses. Pupils are also supported to understand safe behaviours through daily routines, life skills lessons and age-appropriate discussions.

The school is committed to continuous improvement and regularly reviews its policies, risk assessments, training and procedures. Feedback from staff, pupils, contractors and external inspections is considered to ensure that health and safety arrangements remain effective and that the school continues to provide a safe environment for everyone.

5.Documentation

All health and safety documentation is stored securely on the school drive and is easily accessible to relevant staff. Records are kept up to date and regularly reviewed. This includes policies, risk assessments, inspection reports and relevant certificates.

All legally required documentation and notices will be displayed in the appropriate locations around the school and kept up to date.

Training records are maintained centrally, including the dates of training and any renewal or refresher requirements. This ensures that staff training can be easily checked and monitored when required.

Health and safety documentation and records are regularly reviewed by the Senior Leadership Team to ensure they remain accurate, current and compliant with the school's requirements.

6.Communication and Training

Health and safety updates are regularly shared with staff through staff briefings and email. All staff have access to the school's Health and Safety Policy and relevant risk assessments, ensuring they are aware of the procedures and control measures in place.

Staff are provided with the appropriate training required for their roles. Where additional or specialist training is identified as necessary, this is arranged before any relevant work or activities take place.

Contractors are provided with all relevant health and safety information by the Maintenance Team before they begin work on site. This includes relevant risk assessments, site procedures and any specific hazards or requirements they need to be aware of.

7.Governor Oversight

The Proprietary Body and Board of Directors are committed to ensuring that the school maintains a safe and healthy environment for all pupils, staff, and visitors. The Board of Directors will contribute to the formulation and periodic review of the school's Health and Safety Strategy, ensuring it reflects current legislation, statutory guidance, and recognised best practice.

They will monitor the school's health and safety performance by reviewing regular reports on accidents, incidents, and risk assessments.

Training and updates on health and safety legislation and governance responsibilities will be provided to the local governing body through briefings/updates.

Health and safety will be a standing agenda item at Local Governing Body and Board meetings, with discussions taking place at least once per term.

The Local Governing Body will scrutinise reports on incidents, trends, and risk management outcomes and will advise the Board where resources need to be allocated to support health and safety measures.

Oversight of high-risk areas, including science laboratories, physical education, and other specialist environments, will be maintained through targeted monitoring, audits, and site visits.

The Local Governing Body will support the development, approval, and periodic review of the school's health and safety policies to ensure their continued effectiveness.

Systems such as internal audits, staff consultation, and feedback mechanisms will be in place to enable the Board to assess the strength of the school's safety culture.

In discharging their duties, the Board will ensure that the school is meeting all legal obligations in respect of health and safety, and will provide effective challenge and support to the senior leadership team to promote a culture of continuous improvement

8.Risk Assessment

The school has risk assessments in place for relevant activities, areas and hazards. These are regularly reviewed and updated when there are changes to the school environment, activities, equipment, guidance or identified risks. Risk assessments are shared with relevant staff to ensure they understand the risks and control measures in place.

Staff who are responsible for completing risk assessments are provided with appropriate training and guidance. Risk assessments are completed by the Senior Leadership Team, Maintenance Team and staff responsible for organising off-site visits and activities.

Any new or emerging risks identified within the school are reported to the Senior Leadership Team and addressed promptly. Following an accident, near miss or other incident, the Senior Leadership Team and Maintenance Team review what happened, identify any contributing factors and put appropriate actions in place to reduce the likelihood of the incident happening again.

9.Accident reporting

Accident record book

- An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it.
- As much detail as possible will be supplied when reporting an accident.
- Information about injuries will also be kept in the pupil's educational record.
- Records held in the first aid and accident book will be retained by the school for a minimum of 3 years, in accordance with regulation 25 of the Social Security (Claims and Payments) Regulations 1979, and then securely disposed of.

Reporting to the Health and Safety Executive

The Headteacher will keep a record of any accident that results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident – except where indicated below. Fatal and major injuries and dangerous occurrences will be reported without delay (i.e. by telephone) and followed up in writing within 10 days.

Reportable injuries, diseases or dangerous occurrences for staff include:

- Death
- Specified injuries. These are:
  - Fractures, other than to fingers, thumbs and toes
  - Amputations
  - Any injury likely to lead to permanent loss of sight or reduction in sight
  - Any crush injury to the head or torso causing damage to the brain or internal organs
  - Serious burns (including scalding) which:
    - Covers more than 10% of the whole body's total surface area; or
    - Causes significant damage to the eyes, respiratory system or other vital organs
  - Any scalping requiring hospital treatment
  - Any loss of consciousness caused by head injury or asphyxia
  - Any other injury arising from working in an enclosed space, which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Work-related injuries that lead to an employee being away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident). In this case, the Headteacher will report these to the HSE as soon as reasonably practicable and in any event within 15 days of the accident
- Occupational diseases where a doctor has made a written diagnosis that the disease is linked to occupational exposure. These include:
  - Carpal tunnel syndrome
  - Severe cramp of the hand or forearm
  - Occupational dermatitis, e.g. from exposure to strong acids or alkalis, including domestic bleach
  - Hand-arm vibration syndrome

- Occupational asthma, e.g from wood dust
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to an occupational exposure to a biological agent

- Near-miss events that do not result in an injury but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
  - The collapse or failure of load-bearing parts of lifts and lifting equipment.
  - The accidental release of a biological agent likely to cause severe human illness.
  - The accidental release or escape of any substance that may cause a serious injury or damage to health.
  - An electrical short circuit or overload causing a fire or explosion.

Reportable injuries, diseases or dangerous occurrences for pupils and people who are not at work (e.g. visitors) include:

- Death of a person that arose from, or was in connection with, a work activity*.
- An injury that arose from, or was in connection with, a work activity* and the person is taken directly from the scene of the accident to hospital for treatment.

*An accident "arises out of" or is "connected with a work activity" if it was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip).
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc); and/or
- The condition of the premises (e.g. poorly maintained or slippery floors).

Information on how to make a RIDDOR report is available here: http://www.hse.gov.uk/riddor/report.htm

If a serious incident occurs, all staff involved will be supported by the Senior Leadership Team. Staff will be given the opportunity to meet with a member of the Senior Leadership Team to talk through what happened, discuss any concerns and identify what support they may need.

Pupils involved in or affected by a serious incident will be supported by their class team, the pastoral team and the Senior Leadership Team. The school will also work closely with parents or carers to ensure that pupils receive the appropriate support and that any ongoing needs are identified and addressed.

Near misses are reported to the Senior Leadership Team as soon as possible. A full record is completed, including details of what happened, where the incident occurred and who was involved. Each near miss is reviewed and analysed to identify any underlying issues, with appropriate actions and next steps put in place to help prevent a recurrence.

All staff are trained to understand what constitutes a near miss and are aware of who to report near misses to and the procedure for doing so.

The Senior Leadership Team and maintenance team are responsible for reviewing accidents and analysing relevant data. The findings are used to identify trends, implement appropriate changes and put measures in place to help prevent accidents from recurring. Staff are made aware of any changes to procedures or working practices to ensure they understand their responsibilities and that risks are minimised.

Any accidents involving pupils are reported promptly, and relevant information is shared with parents or carers. Parents or carers will be contacted by telephone or spoken to when the pupil is collected from school. Where first aid is required, parents or carers are informed in accordance with the school's first aid procedures.

10.First Aid

The school has a team of Level 3 First Aid at Work trained first aiders, as well as a team of Emergency First Aiders. The Senior Leadership Team ensures that first aid training is maintained to a high standard and is renewed when required. First aiders also receive refresher training and updates in line with changes to guidance and best practice. All staff have received comprehensive allergy awareness training.

First aid kits are located throughout the school in accessible areas and are regularly checked and maintained by the Lead First Aider to ensure they are appropriately stocked and ready for use.

The school has a team of first aiders to ensure that appropriate first aid provision is available throughout the school day. Where first aid is administered, this is recorded on Arbor and parents or carers are informed in accordance with the school's first aid procedures.

A trained first aider will accompany all school trips and educational visits to ensure appropriate first aid provision is available.

If you require more information please see our First Aid Policy.

11.Serious Incident Management

The Senior Leadership Team is responsible for coordinating the school's response to serious incidents and ensuring appropriate procedures are followed. Staff are trained in emergency procedures, including fire evacuation and lockdown, and regular drills are carried out to ensure staff and pupils understand what to do in an emergency. The school's procedures take into account the individual needs of pupils, with appropriate support provided to pupils who may require additional assistance during an evacuation or lockdown.

In the event of a serious incident, the Senior Leadership Team will coordinate communication with emergency services and parents or carers where appropriate. Relevant external agencies, including the emergency services, will be contacted when required and provided with any necessary information to support their response. Staff will receive clear instructions and updates throughout the incident.

Following a serious incident, the Senior Leadership Team will assess when it is safe for the school to return to normal operations. Appropriate support will be provided to pupils and staff affected by the incident, and parents or carers will be kept informed where necessary. The incident will be reviewed afterwards to identify what went well, any areas for improvement and any actions required. Risk assessments, emergency procedures and relevant policies will be updated where necessary to reflect any learning from the incident.

12.Medical Needs and Vulnerabilities

See the Supporting Pupils with Medical Conditions for information.

13.Control of Contractors

The Maintenance Team meets with contractors before they begin work to ensure they are aware of relevant risk assessments, site-specific safety procedures and any potential hazards. All necessary information is shared with contractors before they arrive on site.

The Maintenance Team monitors contractors while they are on site and addresses any issues or concerns promptly. Contractors are provided with the Maintenance Team's contact details so that any problems or safety concerns can be reported immediately.

Where possible, contractors carry out work when pupils are not on site. If contractors are required to work while pupils are present, they will be supervised by a member of the school team at all times to ensure site safety is maintained.

14. Doors, Gates and Windows

All doors, gates and windows are maintained to a high standard to support the safety and security of pupils, staff and visitors. Access through the school gates is controlled using a fob system. Pupils and visitors who need to move around the site through controlled-access doors or gates are supported by a member of staff.

Internal doors are fitted with appropriate finger guards where required to reduce the risk of pupils trapping or injuring their fingers. Windows are fitted with safety restrictors to prevent them from opening fully and reduce the risk of falls or other injuries. Doors and windows are maintained in accordance with fire safety requirements and are regularly checked and risk assessed to ensure they remain safe and fit for purpose.

15.Drinking Water

Clean drinking water is readily available for pupils, staff and visitors in the main reception and kitchen areas. Pupils can access designated areas to refill their water bottles throughout the day, with staff providing support where required to ensure pupils have access to adequate drinking water.

Water quality is regularly checked and monitored to ensure it remains safe for consumption. When pupils attend trips or off-site activities, an adequate supply of clean drinking water is provided to ensure everyone has access to water throughout the day.

16.Electrical Installations

All electrical installations are completed in accordance with the manufacturer's instructions and relevant safety requirements. A suitably qualified electrical contractor is engaged where specialist work, installation or repairs are required.

All portable electrical equipment is PAT tested annually by a trained member of staff, with appropriate records and documentation maintained. Staff are trained to recognise and report electrical hazards, including damaged cables, plugs, sockets or equipment, through the school's electronic reporting system. Faulty or damaged equipment is removed from use immediately until it has been checked or repaired. Staff and pupils are reminded not to tamper with electrical systems, sockets or equipment.

Electrical circuits are managed to reduce the risk of overloading. Extension leads and temporary electrical installations are only used where appropriate and are checked to ensure they are safe. Where temporary electrical equipment is required for events or activities, it is installed and checked by competent staff or contractors. Areas with increased exposure to water, such as kitchens, are appropriately maintained to reduce electrical risks.

Any electrical maintenance or repair work is carried out by suitably qualified personnel, with electrical systems safely isolated before work begins. Where work is required in older parts of the school building, additional checks and appropriate risk assessments are undertaken to identify and manage potential electrical hazards. Electrical safety arrangements and risk assessments are regularly reviewed to ensure they remain effective and appropriate.

17.Cleaning

A thorough cleaning schedule is in place, and the school is fully cleaned daily at the end of the school day. Additional cleaning is carried out throughout the school day where required to maintain a clean, hygienic and safe environment for pupils, staff and visitors.

Cleaning resources are stored safely and securely. Any products that require secure or locked storage are stored in accordance with the manufacturer's instructions. All COSHH products are safely stored in a secure location; further information can be found in Section 28. Cleaning resources are regularly checked to ensure they remain safe and suitable for use within the school.

All cleaning activities are recorded electronically to ensure that all areas of the school are cleaned, including high-touch areas such as door handles and light switches. The Senior Leadership Team and Maintenance Team regularly review cleaning records to monitor standards, analyse information and identify any areas where cleaning arrangements may need to be adapted.

Appropriate personal protective equipment (PPE) is available for staff to use where required, in accordance with the relevant cleaning procedures and product instructions.

All waste is disposed of safely and appropriately. All staff ensure that waste is placed in the correct designated bins and that any hazardous or contaminated waste is handled and disposed of in line with relevant guidance and requirements.

18.Sanitary and Washing Facilities

Toilets are regularly checked throughout the school day to ensure they are clean, hygienic and maintained to a high standard. They are thoroughly cleaned at the end of each day. Soap, toilet roll and hand towels are checked regularly and replenished as required to ensure supplies are always available.

The toilets and showers are appropriately sized to provide adequate space and support the individual needs of pupils. Where required, staff are available to support pupils with their personal care and hygiene needs.

Pupils take part in life skills lessons where they learn about the importance of good hand hygiene and appropriate handwashing techniques. Visual reminders are displayed near sinks to support pupils, and staff are available to provide assistance where needed.

Sanitary waste bins are provided in the appropriate toilet areas and are regularly emptied and disposed of safely by an external specialist waste disposal company.

19.Floors and Traffic Routes

Floors and pathways are maintained in good condition and kept clear of clutter and obstructions. They are checked daily as part of the school's opening checks and during the end-of-day cleaning process. Any hazards or defects are reported promptly and addressed by the maintenance team.

Staff are trained to report any hazards relating to flooring, pathways or access routes through the school's electronic reporting system. Any urgent hazards are reported directly to the Senior Leadership Team so that immediate action can be taken.

During pupil drop-off and collection times, the Office Team helps to monitor the car park and ensure it remains safe. The car park is clearly signposted, and vehicle movements are managed by staff to ensure pupils, parents, staff and visitors can move safely around the area.

Outdoor areas are monitored throughout the day by staff. During periods of adverse weather, the playground is assessed by the Senior Leadership Team and class teachers before pupils are permitted to use the area. Where necessary, areas will be temporarily closed until they are considered safe.

The school environment is maintained to ensure that it is accessible to pupils, staff and visitors. Appropriate adaptations are made where required to meet individual needs and support safe access around the school.

Wet floors and spillages are cleaned promptly to reduce the risk of slips and falls. Staff have access to appropriate cleaning equipment, and warning signs are used to alert others to wet or slippery areas while cleaning is taking place.

20.Lighting

The school ensures that all classrooms, offices, corridors, stairways and other areas have suitable lighting to support safe working, learning and movement

around the site. Natural light is used where possible, with blinds adjusted where necessary to reduce glare and ensure a comfortable learning environment. Lighting levels are monitored to reduce eye strain and support pupils' concentration.

All lighting is regularly checked and maintained by the Maintenance Team. Any faults, damaged fittings or areas with insufficient lighting are reported through the school's electronic reporting system and addressed promptly. Emergency lighting is also regularly inspected and maintained to ensure it is operational when required.

Outdoor lighting is provided where necessary to support the safe movement of pupils, staff and visitors during darker periods. Energy-efficient lighting is used where appropriate, while ensuring that suitable lighting levels are maintained. Particular attention is given to corridors, stairways, entrances and other areas where poor lighting could increase the risk of slips, trips or falls.

21.Restaurants and Canteens

School lunches are prepared off site and delivered to the school. On arrival, the food is checked, including the temperature, before being served. Food is served in a clean and hygienic area, with appropriate food hygiene procedures followed at all times.

All relevant staff are aware of pupils' individual allergies and dietary requirements. Staff receive appropriate allergy awareness and food hygiene training where required to ensure they understand how to safely support pupils.

The school's food preparation and serving areas have been inspected by food hygiene inspectors, and the school received a Level 5 rating at its most recent inspection. The food areas are also included as part of the school's quality assurance walks, which are carried out by the Senior Leadership Team to ensure standards of hygiene and cleanliness are maintained.

22.Resting and Eating Meals

Prior to pupils eating lunch, the dining area is set up by the maintenance and office teams. The area is checked to ensure it is clean, comfortable and ready for pupils to eat their food.

Within the Nebulas Room, facilities are available to warm pupils' food. This is carried out by the class team, and relevant staff have completed Level 2 Food Hygiene training. Any food stored in the fridge is clearly labelled and appropriately stored.

The seating has been sourced from an educational furniture company to ensure it is suitable for pupils' needs. Pupils who require specific seating have access to it whenever it is needed.

Lunches are split into two sittings to ensure that pupils have adequate space and are comfortable while eating. Between sittings, the dining area is checked and cleaned to ensure it is ready for the next group of pupils.

Staff have received comprehensive allergy awareness training and are aware of individual pupils' allergies and how to respond appropriately to support their needs and maintain their safety.

23.Waste Management

The school has appropriate arrangements in place to ensure that waste is disposed of safely, hygienically and responsibly across the site. General waste and recycling are separated using clearly identified bins, which are located throughout the school and emptied regularly to prevent waste from building up and creating health or safety hazards. Outdoor bins are kept secure, regularly checked and maintained to help prevent pests and unauthorised access.

Confidential or sensitive documents are disposed of securely to protect personal and sensitive information. All confidential items are shredded and then disposed of.

Waste collection arrangements are regularly monitored to ensure that waste is removed before it becomes a health, hygiene or safety concern. The Senior Leadership Team and Maintenance Team oversee waste management arrangements and regularly review procedures, records and any issues identified. This ensures that the school's waste management systems remain effective and that improvements can be made where necessary.

The school aims to reduce the amount of waste produced by encouraging recycling, reducing unnecessary printing and paper use, reusing resources where possible and promoting responsible waste management across the school community.

24.Workplace Environment

The school environment is maintained to ensure it is clean, tidy, safe and accessible. Classrooms are kept organised and free from unnecessary hazards, ensuring they are accessible to pupils, staff and visitors.

Each morning, a site safety check is carried out to ensure the school is safe and ready for use. Any hazards identified are addressed before pupils arrive. The school premises are thoroughly cleaned every day, with additional cleaning carried out throughout the day where required. Any concerns relating to hazards, mould,

damp or pest infestations are reported to the Maintenance Team through the school's electronic reporting system. These issues are addressed promptly by the Maintenance Team or, where necessary, an appropriate external contractor.

All staff are aware of the standards expected for maintaining a safe school environment and are trained on how to report maintenance issues and health and safety concerns. The Senior Leadership Team carries out a half-termly quality assurance audit of the school environment, with any actions identified followed up promptly and effectively.

The school environment is adapted to meet the individual needs of pupils and ensure that all areas are accessible. Pupils have access to appropriate specialist equipment and adaptations where required.

The school aims to maintain a comfortable temperature throughout the year. During warmer weather, mobile air-conditioning units are available for classrooms where required. Pupils are encouraged to wear suitable clothing, such as shorts and T-shirts, during hot weather, bring additional water and use sun cream. During colder weather, pupils are encouraged to wear warm coats and may bring wellington boots where appropriate.

25.Security

The Headteacher is responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.

Designated School Board members, the Headteacher, Deputy and Assistant Headteacher and School Administrator are key holders and will respond to an emergency.

The school site is secured by high perimeter fencing, and access through the main gate is controlled using a fob system. Fobs are only issued to authorised staff.

When visitors arrive on site, they are met by a member of the school team and required to sign in at the main office. Visitors are provided with an identification badge and are accompanied by a member of staff while on the school site.

All staff are trained in how to respond if the school lockdown procedure is activated. Pupils and staff regularly practise the lockdown procedure to ensure they are familiar with the required actions. Further information can be found in the school's **Lockdown Policy and Procedures**.

CCTV is in operation across the school site to support the safety and security of pupils, staff and visitors. Further information can be found in the school's **CCTV Policy**.

School policies and risk assessments are regularly reviewed and updated to reflect changes in guidance, legislation, identified risks and learning from incidents.

26.Tree Management

An annual tree safety inspection is carried out by an external, suitably qualified company. The inspection report is reviewed by the Maintenance Team and Senior Leadership Team, and any recommendations or actions identified are addressed promptly. The inspection assesses the health and condition of the tree and identifies any potential hazards or concerns that the school needs to be aware of.

The tree is also regularly checked by the Maintenance Team and Senior Leadership Team for any visible signs of damage, loose branches or other safety concerns. If any branches are identified as unsafe, the surrounding area is kept clear and a qualified tree surgeon is contacted to assess and address the issue. The Maintenance Team regularly clears and sweeps the area beneath the tree to remove fallen branches, twigs and other debris, helping to prevent slips, trips, falls and splinters.

Following periods of adverse weather, including snow or high winds, the tree and surrounding area are checked before pupils are allowed to access the area. If the area is considered unsafe, staff will ensure it remains clear and is appropriately cordoned off until it has been assessed and made safe.

27.Driving for Work

The school carries out appropriate checks on staff before they are permitted to drive school vehicles, including the minibus and school cars. Staff are required to complete a familiarisation drive with another member of staff before transporting pupils in the minibus. Before each journey, staff complete the required vehicle checks and ensure that all passengers are appropriately secured. This includes ensuring that seatbelts are worn and that suitable child seats are used where required based on the pupil's age, height and individual needs.

School vehicles are checked weekly by the Maintenance Team to ensure they remain safe and fit for use. Any damage, faults or maintenance requirements are recorded on the school's electronic reporting system and addressed promptly. Staff are aware that they must not drive a vehicle if it requires maintenance or if they have concerns about its safety.

All accidents and near misses involving school vehicles must be reported to the Senior Leadership Team immediately and dealt with in accordance with the school's accident and near-miss reporting procedures.

28.COSHH (Control of Substances Hazardous to Health)

Schools are required to control hazardous substances, which can take many forms, including:

- Chemicals
- Products containing chemicals
- Fumes
- Dusts
- Vapors
- Mists
- Gases and asphyxiating gases
- Germs that cause diseases, such as leptospirosis or legionnaires disease

Control of substances hazardous to health (COSHH) risk assessments are completed by the Headteacher and circulated to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

Our staff use and store hazardous products in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information.

Any hazardous products are disposed of in accordance with specific disposal procedures.

Emergency procedures, including procedures for dealing with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

All COSHH resources are recorded on a COSHH Inventory table. The inventory includes the product name, storage location, quantity, uploaded safety data sheet, whether an additional COSHH Risk Assessment is required, and the person responsible.

The maintenance team and the Assistant Headteacher for Standards and Audits are responsible for overseeing the COSHH inventory and ensuring that it is kept up to date.

All relevant COSHH information is shared with contractors where necessary to ensure they are aware of any associated hazards and the appropriate control measures.

School staff are provided with appropriate COSHH training where their role requires them to work with or handle hazardous substances. Training is provided as part of staff induction and/or ongoing training, where necessary, to ensure staff

understand the associated risks, safe handling procedures, storage requirements and appropriate control measures.

29. Legionnaire's Disease

Regular water risk assessments take place. The Headteacher and the School Board are responsible for ensuring that any recommendations identified in the risk assessment are actioned effectively. This risk assessment will be reviewed every 12 months and whenever significant changes occur to the water system or the building footprint. Risks from legionella are mitigated through deep cleaning by professional cleaners and regular maintenance by approved contractors.

School staff are provided with appropriate training and information on Legionella and the risks associated with Legionnaires' disease, where their role requires it. Relevant staff are made aware of the school's control measures and procedures for preventing and reporting potential risks. Additional training is provided where necessary to ensure staff remain aware of their responsibilities.

The maintenance team conducts regular checks of water temperatures across the school, including all taps and showers. The results of these checks are recorded electronically and regularly reviewed by the maintenance team to identify and address any issues or concerns. Any issues identified are followed up promptly and appropriate action is taken where necessary.

An annual Legionella risk assessment is completed by an external, suitably qualified specialist. Following the assessment, any recommendations or actions identified are recorded and addressed promptly by the school.

30.Lettings

This policy applies to lettings. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

31.Working at Height

All staff who are required to work at height have completed appropriate specialist training. Only staff who have received the required training and are deemed competent are permitted to undertake work at height. Risk assessments are in place to identify and manage potential risks, and staff are required to assess the area before commencing any work.

The school provides suitable ladders and access equipment for staff to use. All equipment, including ladders are regularly inspected, and checked, with inspection records maintained electronically to ensure that equipment remains safe and fit for purpose.

Contractors are required to meet with the Maintenance Team before undertaking any work on site to discuss the planned work, relevant risks and safety arrangements. Risk assessments and procedures relating to working at height are regularly reviewed and updated to ensure they remain effective and reflect any changes in working practices or guidance.

32.Confined Spaces

The school does not undertake any work in confined spaces. Where work involving a confined space is required, it will only be carried out by an external, suitably qualified and competent contractor with the appropriate training, equipment and experience.

Contractors are required to meet with the Maintenance Team before undertaking any work on site to discuss the planned work, relevant risks and safety arrangements. Risk assessments and procedures relating to working at height are regularly reviewed and updated to ensure they remain effective and reflect any changes in working practices or guidance.

33.Noise

Any work likely to generate high levels of noise is planned, where possible, to take place when pupils are not on site. If urgent noisy work is required during the school day, pupils will be moved to a suitable alternative area to minimise their exposure to excessive noise.

Staff carrying out noisy work are appropriately trained and made aware of the relevant safety procedures. They are also provided with suitable workwear and personal protective equipment (PPE) where required.

Across the school, staff and pupils are encouraged to maintain appropriate noise levels. Where areas of the school are particularly noisy, pupils may be offered an alternative quieter area or ear defenders.

Noise levels and any concerns relating to excessive noise are regularly reviewed by the Senior Leadership Team, with appropriate actions taken where necessary to maintain a safe and comfortable environment for pupils and staff.

34.Vibrations

All work likely to generate significant vibration is assessed before the work takes place. Where work is carried out by the Maintenance Team, staff will be provided with the appropriate training, resources and personal protective equipment (PPE) to complete the work safely.

Where specialist knowledge, training or equipment is required, a suitably qualified external contractor will be engaged to complete the work safely.

35.Equipment

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards. All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

36.Work Equipment – Machinery

All work equipment and machinery are stored securely when not in use. Equipment is regularly inspected, maintained and checked by the Maintenance Team to ensure it remains in good condition and is safe and suitable for use. Any faults or concerns are reported and addressed promptly.

Staff who use work machinery are appropriately trained and provided with support where required. They are aware of how to report any hazards, faults or near misses and are provided with the appropriate personal protective equipment (PPE) for the work being undertaken.

Machinery is only used in a suitable and controlled environment. The area is assessed by the site team before work begins to identify and manage any potential risks. If an emergency occurs, or if work needs to stop for any reason, staff will be instructed to stop using the machinery immediately.

Where pupils are using machinery or work equipment as part of an activity, they are closely supervised by the class team at all times. Before pupils use any machinery, the Senior Leadership Team and class teachers will consider the proposed use and identify any additional risks, controls, training or support that may be required.

37.Work Equipment – Storage Racking

All storage racking is securely fixed to prevent it from falling or becoming unstable. Racking and storage areas are regularly checked for signs of wear, damage or deterioration to ensure they remain safe and fit for purpose.

Staff are trained not to overfill cupboards or storage racking and to avoid stacking items in a way that could create a risk of items falling. Where possible, the tops of cupboards are kept clear. Where items do need to be stored on top of cupboards, they are positioned safely and securely to prevent them from falling or being easily pulled down.

Staff are trained to report any hazards, damage or concerns relating to storage to the Maintenance Team using the school's electronic reporting system. Maintenance requests are reviewed and addressed promptly.

The Senior Leadership Team carries out a half-termly quality assurance check of the school environment, which includes reviewing storage areas and racking. Any concerns, recommendations or actions identified are followed up and addressed promptly.

38.Work Equipment – Lifting Equipment and manual handling

It is up to individuals to determine whether they are fit to lift or move equipment and furniture. If an individual feels that to lift an item could result in injury or exacerbate an existing condition, they will ask for assistance.

The school will ensure that proper mechanical aids and lifting equipment are available in school, and that staff are trained in how to use them safely.

Staff and pupils are expected to use the following basic manual handling procedure:

- Plan the lift and assess the load. If it is awkward or heavy, use a mechanical aid, such as a trolley, or ask another person to help.
- Take the more direct route that is clear from obstruction and is as flat as possible.
- Ensure the area where you plan to offload the load is clear.
- When lifting, bend your knees and keep your back straight, feet apart and angled out. Ensure the load is held close to the body and firmly. Lift smoothly and slowly and avoid twisting, stretching and reaching where practicable.
-

Staff are trained to report any hazards, near misses or damage to the Maintenance Team. Reports are reviewed and appropriate action is taken promptly to ensure any risks are addressed.

39.Work Equipment – Office Equipment

Computers, printers and photocopiers are regularly maintained and checked to ensure they remain safe and fit for use. Any hazards, near misses, faults or maintenance requirements are reported to the IT Department and addressed promptly.

All office equipment is set up in accordance with the manufacturer's guidance and is installed safely by the appropriate IT or Maintenance Team. Any damaged or broken equipment is removed from use and disposed of safely and appropriately.

Staff are provided with suitable office equipment, including comfortable chairs and appropriately sized desks and tables. Workstations are set up to support good posture and reduce the risk of discomfort or injury.

All staff who use computers daily as a significant part of their normal work have a display screen equipment (DSE) assessment carried out. "Significant" refers to continuous or near-continuous periods of an hour or more at a time. Staff identified as DSE users are entitled to an eyesight test for DSE use upon request, and at regular intervals thereafter, by a qualified optician, with corrective glasses provided if required specifically for DSE use.

40.Work Equipment – Pressure Systems

The school does not undertake work on pressure systems such as boilers or compressors. These systems are regularly inspected and maintained by suitably qualified and competent external contractors. Any risks, maintenance requirements or defects identified are addressed promptly, and systems are operated within their safe limits.

Where maintenance or repair work is required, contractors are responsible for ensuring the system is safely isolated before work begins and that appropriate PPE and safety procedures are followed. Staff are not permitted to carry out work on pressure systems unless they have the appropriate training and competence. In the event of a leak, burst or other failure, the area will be made safe, access restricted and the appropriate maintenance contractor contacted. Pressure system arrangements, risk assessments and safety procedures are reviewed regularly and updated where necessary.

41.Electrical Equipment

All staff are responsible for using and handling electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the directing staff member. Any potential hazards must be reported to the Headteacher immediately. Permanently installed

electrical equipment is connected through a dedicated isolator switch and adequately earthed. Only trained staff members are permitted to check plugs. Where necessary, a portable appliance test (PAT) will be carried out by a competent person. All isolator switches are clearly marked to identify their machine. Electrical apparatus and connections must not be touched with wet hands and should only be used in dry conditions. Maintenance, repair, installation, and disconnection work associated with permanently installed or portable electrical equipment is only carried out by a competent person.

42.Specialist Equipment

Parents are responsible for the maintenance and safety of their children's specialist equipment.

43.Playground

Risk assessments are in place and shared with all relevant staff. These risk assessments are regularly reviewed by the Senior Leadership Team and maintenance team to ensure they remain accurate, effective and reflective of any changes to activities, equipment or working practices.

All playground equipment is installed by trained and competent personnel. The equipment is subject to an annual risk assessment and inspection by an external, suitably qualified company. Any feedback or recommendations are reviewed, and appropriate changes or improvements are implemented where necessary. Following any upgrades or remedial works, details are shared with the external company for review and sign-off.

The playground is checked each morning to identify any areas which need addressing. Any areas of the playground which can't be used or people need to be aware of are shared with all staff in our morning briefing which is then followed up via emails.

During periods of bad weather, the Senior Leadership Team and class teachers will assess the condition of the playground and identify any areas that may be unsafe to use. Staff will be informed promptly if any areas of the playground need to be temporarily closed or made out of bounds.

All accidents and near misses will be reported in accordance with the school's established procedures, as outlined in the **Accident and Near Miss Reporting** section of this policy.

44.Science Teaching

The school does not have a dedicated science laboratory and does not undertake practical science activities involving chemicals or hazardous substances. Science

activities are carried out in classrooms using age-appropriate resources and equipment, which are checked regularly to ensure they are safe and suitable for use.

Science activities are risk assessed where required, taking into account the activity, equipment and individual needs of pupils. Staff provide appropriate supervision and clear instructions to ensure pupils use resources safely. Any damaged or unsafe equipment is removed from use and reported to the Maintenance Team. Risk assessments and safety procedures are regularly reviewed and updated where necessary.

45.Design and Technology Teaching

Any Design and Technology equipment used within the school is regularly checked and maintained to ensure it is safe and fit for purpose. Staff are appropriately trained before using machinery or tools, and pupils are closely supervised at all times. Only equipment that is suitable for the age, ability and needs of the pupils is used.

Appropriate PPE, such as safety goggles, aprons and gloves, is provided where required. Sharp tools, machinery and potentially hazardous materials are stored securely when not in use and are only accessible under staff supervision. Any faults, damage or concerns are reported promptly and equipment is removed from use until it has been checked or repaired.

Where practical activities create dust, fumes or other hazards, appropriate ventilation and control measures are put in place. Staff and pupils are aware of fire safety and emergency procedures, and staff know how to respond if an incident occurs. Risk assessments for Design and Technology activities are regularly reviewed and updated to reflect the equipment, materials and activities being undertaken and the individual needs of pupils.

46.P.E. Teaching

We have specific PE risk assessments in place which are shared with all staff. At time we do PE in a local hall, when this happens staff will complete an additional risk assessment to meet the needs of their class.

All equipment and machinery is maintained in accordance with the manufacturer's instructions. In addition, maintenance schedules outline when extra checks should take place.

When new equipment is purchased, it is checked to ensure it meets appropriate educational standards.

All equipment is stored in the appropriate storage containers and areas. All containers are labelled with the correct hazard sign and contents.

Pupils are taught how to carry out and set up PE equipment safely and efficiently, with staff checking that all equipment is set up correctly. Any concerns about the condition of the play area or other apparatus must be reported to the Headteacher.

Trained first aiders are available on site at all times and can be called upon to attend incidents promptly. Where PE or other activities take place off site, a suitable first aid kit and a trained first aider will accompany the group to ensure appropriate first aid provision is available.

All accidents and near misses will be reported in accordance with the school's established procedures, as outlined in the **Accident and Near Miss Reporting** section of this policy.

47.Educational / Offsite Visits

When taking pupils off the school premises, staff will ensure that:

- Risk assessments will be completed where off-site visits and activities require them.
- All off-site visits are appropriately staffed.
- Staff will take a school mobile phone, an appropriate portable first aid kit, and information about the specific medical needs of pupils, along with the parents' contact details.
- There will always be at least one trained first aider on school trips and visits.
- All school trips are arranged and managed through the Evolve platform, a comprehensive system that ensures all relevant information is uploaded and checked before the trip is approved. All required documentation and risk assessments are reviewed and signed off by the Senior Leadership Team prior to the trip taking place.
- Policies are regularly reviewed and updated.

See our Trips, visits and Educational Visits Policy for more information.

48.Outdoor and Adventurous Activities

All outdoor and adventurous activities will be risk assessed and planned in accordance with the school's Trips, Visits and Educational Visits Policy. Risk

assessments will consider the activity, location, staffing requirements and any specialist equipment that may be required.

Any relevant medical conditions or individual needs will be considered as part of the risk assessment process to ensure that activities are accessible and appropriate for all pupils.

A trained first aider will be present during outdoor and adventurous activities, where appropriate. Where activities are provided by an external visit operator, the operator's risk assessments will also be obtained and reviewed as part of the school's planning process.

49.School Pets

Currently, the school does not have any school pets. Should the school introduce any animals in the future, the relevant policy and risk assessments will be reviewed and updated to reflect this.

50.Lone Working

Lone working may include:

- Late working
- Home or site visits
- Weekend working
- Site manager duties
- Site cleaning duties
- Working in a single occupancy office
- Remote working, self-isolation and/or remote learning

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone. If there are any doubts about the task to be performed, then the task will be postponed until other staff members are available.

If lone working is to be undertaken, colleagues will be informed about where the member of staff is and when they are likely to return.

The lone worker will ensure they are medically fit to work alone. Further detail can be found in our separate Lone Working Policy.

Approval & Policy Review

This Policy has been reviewed and approved by:

Policy Approver(s)	Elle Vinall - Headteacher
Storage Location	Online
Effective Date	September 2026
Next Review Date	July 2027

Revision History

Version	Change	Author	Date of Change
1	First published	Elle Vinall	July 2025
2	Updated to reflect changes and policy format	Lisa Dando	July 2026